

ABSTRACT OF THE DISCLOSURE

An image forming apparatus includes a sheet feeding unit for feeding a manuscript sheet and insert sheet composed of a cover or an interleave, an image reading device for reading an image on the sheet fed from the sheet feeding unit, a sheet determining device for determining whether the sheet conveyed to the image reading device is the manuscript sheet or the insert sheet, and an image forming unit for forming an image on a copy sheet according to image data read by the image reading device. The image reading device is controlled to perform a reading operation only when the sheet determining device determines the manuscript sheet.